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### PSC 466.01: Nonprofit Administration and Social Change

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**Political Science 466: Nonprofit Administration and Social Change**  
**Fall 2005, Tuesday and Thursday 9:40 - 11:00, LA 338**

**Instructor:**

**Marian Palaia**

**Davidson Honors College 015**

**marian.palaia@umontana.edu**

**Office Hours:**

**Tuesday and Thursday 11:00 - 12:30 and by appointment**

**Required Texts**

*Managing a Nonprofit Organization in the 21<sup>st</sup> Century*, Thomas Wolf

*Pathways to Nonprofit Excellence*, Paul C. Light

**Course Purpose**

Students will gain awareness and understanding of the complexity of nonprofit administration issues and operations. Emphasis is on active student participation and the development of knowledge pertaining to nonprofit and public service skills including: problem solving, critical thinking, writing, and public speaking. This course is a requirement for students seeking a nonprofit administration minor and/or certification in the national American Humanics program.

**Course Description**

This service-learning course is designed to introduce students to and familiarize them with the numerous aspects of nonprofit administration and public service. The text will serve as the introductory reference on each topic, but additional reading and research, as well as direct volunteer experience in a nonprofit organization, will supplement topics as appropriate. Topics to be addressed include: history of "the third sector", role and scope of nonprofits, strategic planning, marketing and public relations, fundraising, governance, lobbying and advocacy, supervision and leadership, collaboration, risk management, and volunteer action in a democratic society.

**Course Objectives**

At the successful completion of the course, students will understand and be able to articulate the particulars of:

1. The role of the nonprofit sector in society
2. Advocacy, lobbying, and public policy as they pertain to nonprofits
3. The purpose, structure, roles and responsibilities of nonprofit boards
4. Techniques for effective community collaboration and communication
5. Nonprofit fundraising and grant writing approaches
6. Effective volunteer recruitment, management, and retention
7. Strategic planning
8. Program development and evaluation
9. The legal issues pertaining to nonprofits
10. The necessity for nonprofits of evolution and adaptation
11. Their own personal philosophies of nonprofit leadership, administration, and ethics
12. Future trends/issues confronting the nonprofit sector

### Assignments/Grading

1. Class Participation (includes attendance) and Homework	40%
2. Papers (including drafts)	30%
3. Midterm	10%
4. Final essay exam (take home)	25%

### Graduate Increment

Graduate students will each prepare and present to the class two 15-minute lessons on one aspect of nonprofit administration and will turn in a brief (2-3 page) write-up of each lesson. These lessons and write-ups will be factored into Class Participation and Homework grades.

### Teaching Philosophy

Since this is an upper-division honors class, I do not expect to have to reiterate much of what you will find in the readings; I expect you to read carefully and punctually, and to come to class prepared to discuss and analyze what you have read. I will generally propose discussion topics during class, and expect that everyone will participate. Since class participation is a major part of your grade, I suggest you make a concerted (but not overwhelming, please) effort to make yourselves heard.

Also, since very little of nonprofit administration is exact science, I will not be looking so much for "right" answers as for well-thought-out contributions to the discourse. This means: try to do some thinking before class; make notes; re-read the parts you don't understand the first time; be ready.

### Paper Policy

Grading criteria as follows:

						<u>weights</u>
Thoroughness of answer	1	2	3	4	5	x6 =
Sophistication of analysis	1	2	3	4	5	x6 =
Organization and logical development	1	2	3	4	5	x5 =
Clarity of expression	1	2	3	4	5	x3 =
Grammar, punctuation, and spelling	See Below					

### Explanation of criteria:

#### 1. Thoroughness of Answer

The best papers respond to each question thoroughly and with sufficient detail to demonstrate that the subject is fully understood.

#### 2. Sophistication of Analysis

In the best papers, the author does much more than just explain or describe. He or she shows evidence of having thought about the subject in depth. The subject is analyzed from many angles and assessed critically.

### 3. Organization and Logical Development

The best papers show evidence of prior planning as if they had been outlined in advance. They have a purpose and/or theme, which is introduced in the introduction, developed in the body of the paper, and returned to in the conclusion.

Paragraphs are well constructed and linked to each other in a logical sequence using transitional sentences and subheadings as needed. Arguments, examples, facts, opinions, and details explain the main point and lend credibility to each point being developed.

### 4. Clarity of Expression

In the best papers, words are chosen carefully and sentences are constructed purposefully so that each point the author makes is expressed as exactly, precisely, and clearly as possible.

### 5. Grammar, Punctuation, and Spelling

Grammar, punctuation and spelling: One point will be subtracted for; misspelling, single-sentence paragraphs, verb-subject disagreements, sentence fragments, run-on sentences, etc.

I will not correct grammatical and spelling errors in your papers, but I will point them out. You have one week from the day your papers are returned to you to re-write, revise, etc., for a better grade. Alternately, you may meet with me during office hours to go over drafts before the original due date.

Grades for late papers will be reduced 1/3 of a full grade for each day they are late. For example, a B+ paper, due on Tuesday, September 13, will be a B- paper by the following Tuesday.



WEEK	DATES	TOPIC(S)	READING/PREP	ASSIGNMENTS/ACTIVITIES
1	Tues. 8/30	Course/Syllabus Introduction Student Introductions		1 <sup>st</sup> Paper due on 9/29: 3-4 page write up of interviews
	Thurs. 9/1	Student Intros Cont. (if needed) NPs' Place in Society Service Learning Overview	Wolf, Chapter 1	Class discussion on role, challenges for and possibilities of NP sector Agency interview sign-ups Homework for 9/6: Draft a list of ten or so questions for your interview
2	Tues. 9/6	Civic Engagement and Democracy Toqueville and Associations	Reserve Articles: 3 in Overview folder on Toqueville	Interview questions due Class discussion on Toqueville, Civic Engagement in ours and other societies
	Thurs. 9/8	Volunteers	Wolf, Chapter 3 Reserve Article on Volunteers	Guest speaker Class discussion on volunteer and agency expectations
3	Tues. 9/13	The Board/Mission and Vision	Wolf, Chapter 2 Reserve materials in Mission and Vision folder	*Service Learning Agreements due Q&A on boards Homework for 9/15: Bring in a mission statement and be prepared to critique it
	Thurs. 9/15	Boards, cont./HR Management	Reserve Article: Human Resources	
4	Tues. 9/20			Agency Interview Presentations and discussion
	Thurs. 9/22			Agency Interview Presentations cont.
5	Tues. 9/27	Advocacy	Reserve Article: Getting Political Support for Your Cause	Class discussion: How advocacy works
	Thurs. 9/29	Lobbying	Reserve Articles: 4 in Lobbying folder	1 <sup>st</sup> Papers due Homework for 10/4: Find, prepare to talk about, and bring in an article on some aspect of the public policy/nonprofit sector dynamic
6	Tues. 10/4	Public Policy	Reserve Articles: Declining Social Capital, Bowling Alone, Bowling Together	Public policy article due 2 <sup>nd</sup> papers due on 11/22 (Subject TBD)
	Thurs. 10/6	The Faith-Based Initiative	Individual Articles	Video: Tempting Faith Homework for 10/13: Find out what community impressions of your agency are

7	Tues. 10/11	Marketing and Public Relations	Wolf, Chapter 5	Impressions due Class discussion of video In-class group development of Marketing/PR plan
	Thurs. 10/13	Marketing and PR cont.		Presentations/discussion of Marketing plans
8	Tues. 10/18	<b>Midterm</b>		
	Thurs. 10/20	Financial Management	Wolf, Chapters 6 & 7	
9	Tues. 10/25	Financial Management cont. and/or Catch-up day		
	Thurs. 10/27	Fundraising	Wolf, Chapter 8	
10	Tues. 11/1	Grant writing		
	Thurs. 11/3	Organizational Effectiveness	Reserve Article: The Pressure to Perform	
11	Tues. 11/8	Program Evaluation		
	Thurs. 11/10	Strategic Planning	Wolf, Chapter 9	
12	Tues. 11/15	Collaboration	Reserve Article: Essential Concepts of Collaboration	
	Thurs. 11/17	Leadership/Organizational Culture	Wolf, Chapter 10	
13	Tues. 11/22	Adaptation and Sustainability		2 <sup>nd</sup> papers due
	Thurs. 11/24	<b>Thanksgiving</b>		
14	Tues. 11/29	Ethics	Reserve Article: Statement of Values and Ethics	
	Thurs. 12/1	Personal philosophy	Individual articles	
15	Tues. 12/6	Making Things Better	Wolf, Chapter 11	
	Thurs. 12/8			
16	Tues. 12/13			
	Thurs. 12/15			